

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
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May 28, 2026

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Attention: Adam Lid, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A LEASE AMENDMENT
WITH VENTURA-ETHEL, LTD.
AT 13103 VENTURA BOULEVARD, LOS ANGELES, CA 91604**

The Department of General Services (GSD) requests authority to amend an existing lease agreement with Ventura-Ethel Ltd. (Landlord) for office space located at 13103 Ventura Boulevard, Suites 100 and 205, Studio City, California 91604 (Premises), within Council District 4 (CD4). The Premises consist of approximately 4,215 rentable square feet and are currently utilized as the CD4 Field Office. Approval of this request will ensure continuity of City operations at a reduced rental cost. It also clearly defines lease dates.

BACKGROUND

The City of Los Angeles currently occupies the Premises pursuant to Lease No. C-142826, which provides for an initial three-year term commencing May 1, 2023 and expiring April 30, 2026. As part of ongoing lease administration, GSD negotiated revised financial and operational terms with the Landlord to reflect current market conditions and align the occupancy with CD 4's operational needs.

The proposed amendment would extend the lease term through January 31, 2029, aligning the tenancy with the current Councilmember's elected term. The amendment also revises the rent commencement date and confirms the option rental rates, escalations, and parking costs in accordance with the negotiated term sheet.

CD4 desires to remain at the current location to continue serving constituents from an established and accessible location while avoiding the costs and operational disruption associated with relocation.



TERMS AND CONDITIONS

GSD renegotiated the option period rate from \$3.34 per square foot to \$3.25 per square foot, thereby reducing the City's rental obligation and generating cost savings of \$26,228.40 over the term of the lease extension. The proposed 33-month lease extension shall commence on May 1, 2026, and expire on January 31, 2029. The initial rental rate is \$3.25 per square foot, resulting in a monthly base rent of approximately \$13,698.75 for 4,215 square feet of combined office space. The lease amendment includes one (1) month of abated rent, to be applied in April 2027.

The parking rate remains unchanged at \$50 per space per month. CD4 currently utilizes 11 parking spaces at the site for a total of \$550 a month.

GSD was unable to negotiate a termination provision tied to an elected official vacating office; therefore, the lease does not include a right for the City to terminate in the event the Councilmember leaves office.

Additionally, as ownership is considering the potential sale of the property, GSD has negotiated a provision granting the City the right to terminate the lease upon six (6) months' written notice following a transfer of ownership. A complete set of business terms and conditions is outlined in the attached term sheet.

NEW MARKET ANALYSIS

A recent market survey of comparable office properties within the market indicates that rental rates for similar office space range from approximately \$2.85 to \$3.75 per square foot per month. The selected comparables include properties along Ventura Boulevard and nearby corridors, with suite sizes ranging from approximately 1,800 square feet to over 8,300 square feet. These properties represent a mix of building types and lease structures, providing a representative sample of current asking rents in the market.

Based on the surveyed data, the average rental rate is approximately \$3.27 per square foot per month. Properties located directly along Ventura Boulevard, including 12430 Ventura Boulevard and 12711 Ventura Boulevard, at the upper end of the range at approximately \$3.75 per square foot per month, reflecting the premium associated with this corridor. Mid-range comparables, such as 4419 Van Nuys Boulevard and 4705 Laurel Canyon Boulevard, indicate rates between approximately \$2.95 and \$3.13 per square foot per month, while slightly lower rates are observed in comparable properties located off the primary corridor.

The proposed rental rate of \$3.25 per square foot per month (Full-Service Gross) from previously a Modified Gross lease with a Base Year for the subject property falls within the market average and is well supported by comparable leasing activity. Given the subject property's location along Ventura Boulevard, access to amenities, and overall market positioning, the proposed rate is considered fair, reasonable, and consistent with asking market conditions for comparable office properties in the area.

<i>Location</i>	<i>Property Type</i>	<i>Rent Rate PSF</i>	<i>Rentable SF</i>	<i>Lease Type</i>
12430 Ventura Blvd	Office	\$3.75	4,475	Modified Gross
13425 Ventura Blvd	Office	\$3.20	4,413	Modified Gross
4419 Van Nuys Blvd	Office	\$2.95	1,840	Full Service
12650 Riverside Dr	Office	\$2.85	2,500	Modified Gross
4705 Laurel Canyon	Office	\$3.13	1,326	Full Service
12711 Ventura Blvd	Office	\$3.75	8,349	Modified Gross
<i>Average Rental Rate</i>		<i>\$3.27</i>		

MAINTENANCE/UTILITIES/LANDSCAPING

Maintenance, utilities and landscaping provisions remain unchanged in this amendment. The Landlord is responsible for maintaining the structural components of the building and all common areas serving the Premises, including the roof, exterior walls, building systems, elevators, life-safety systems, landscaping, and exterior areas, in good order and condition. The Landlord's responsibilities include routine maintenance and repairs necessary to ensure the safe and continuous use of the Premises for City operations.

Utilities serving the Premises, including electricity, water, and HVAC, are provided by the Landlord at no cost to the City.

The City is only responsible for maintaining the interior of the Premises in good order and repair.

FUNDING

Funding for this lease is included in the 2025-26 FY General Funded Municipal Leasing Account for this council district field office with a budget amount of \$171,019.92. Funding for future fiscal years will be included in the Leasing Account budget request with an estimated reduced funding need of \$157,286.25 for next FY.

FISCAL IMPACT

Monthly costs are estimated at \$14,248.75 with no additional one-time costs. Current FY costs are expected to total \$168,737.50. Adequate funds are budgeted in the current FY with savings projected at \$2,282.42 which will be noted in the next Quarterly Leasing Account Update. There is no additional impact to the General Fund.

<i>Proposed Costs for CD 4 Field Office 13103 Ventura Blvd.</i>					
	Monthly Proposed Costs	2025-2026 Estimate (w/ 2 mo. at new rate)	2025-26 Budget	2025-2026 Estimated Balance	2026-2027 Estimate (12 months)
Rent	\$13,698.75	\$162,637.50			\$165,480.90
Rent Abatement					-\$13,698.75
Parking	\$550.00	\$6,100.00			\$6,600.00
TOTAL	\$14,248.75	\$168,737.50	\$171,019.92	\$2,282.42	\$158,382.15

**1 Month Rent Abatement - April 1, 2027
 Parking - 11 spaces at \$50.00 Per Month
 No Operating Expenses Full Service Gross*

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor, authorize the Department of General Services to negotiate and execute a lease amendment with Ventura-Ethel, Ltd. for a Council District 4 Field Office located at 13103 Ventura Boulevard, Studio City, CA 91604 under the terms and conditions substantially outlined in this report.



Tony M. Royster
 General Manager

Attachments: Term Sheet
 Premises Map

LEASING TERM SHEET
Amendment

MFC DATE

May 2026

LANDLORD

VENTURA - ETHEL, LTD.

ADDRESS

13107 Ventura Boulevard, Suite 202, Studio City, CA 91604

TENANT

City of Los Angeles - GSD

ADDRESS

111 East First Street, Room 201, Los Angeles, CA 90012

LOCATION ADDRESS

13103 Ventura Boulevard, Suite 100 & 205, Studio City, CA 91604 - CD 4
Field Office

USE

Office

SQUARE FEET

Suite 100 = 2,808 SF Suite 205 = 1,407 SF Total: 4,215 SF

EARLY POSSESSION

N/A

TERM

May 1, 2026 - January 31, 2029 (33 months)

LEASE
COMMENCEMENT
DATE

Amendment -Upon City Clerk Attestation

LEASE EXPIRATION
DATE

January 31, 2029

RENT START DATE

Revised rent beginning May 1, 2026

RENT

Starting Rent \$3.25 PSF w/ 4% annual increase

May 1, 2026 through April 30, 2027	\$13,698.75
May 1, 2027 through April 30, 2028	\$14,246.70
May 1, 2028 through January 31, 2029	\$14,816.57

AGREEMENT TYPE

Office Lease - Full Service Gross, revised from the original lease which was Modified Gross with a Base Year

RENT INCREASES	No change - 4% annual increases
HOLDOVER	No change - Month-to-month tenancy with no holdover fee for the first three (3) months; thereafter, a holdover rate of 150% as stated in the lease.
SUBLET/ ASSIGNMENT	No Change - With landlord approval

RENEWAL OPTION

OPTION	No change - None
DATES	No change - None

OPTION RENT / ESCALATION	No change - None
OPTION RENT - RENT SCHEDULE	No change - None
RENT ABATEMENT	One (1) month - April 2027
OPEX - CAM	None
LATE FEE	No change -None
PROPERTY TAX	None
PROPERTY INS.	No change
ADDITIONAL RENT	N/A
PARKING - NUMBER OF PASSES	No Change - Up to 11 spaces at \$50.00 per month per vehicle.
MONTHLY PARKING COST	No change - Up to \$550 per month (\$50 per month per vehicle)
SECURITY DEPOSIT	No change - None
MAINTENANCE/ REPAIR: LANDLORD	No change - Landlord responsible for all building maintenance

MAINTENANCE/
REPAIR: TENANT

No change - The City shall only be responsible for maintaining the interior of the Premises in good order and repair.

TENANT
IMPROVEMENTS:
ALLOWANCE/SCOPE

N/A

UTILITIES

No change - Landlord

CUSTODIAL /
LANDSCAPING

No change - Landlord

SECURITY

No change - City shall be responsible to provide its own security if needed.

PROP 13

N/A

INSURANCE
(CITY)

No change - City is self insured

INSURANCE
(OTHER PARTY)

No change - Defined in the agreement

OTHER:

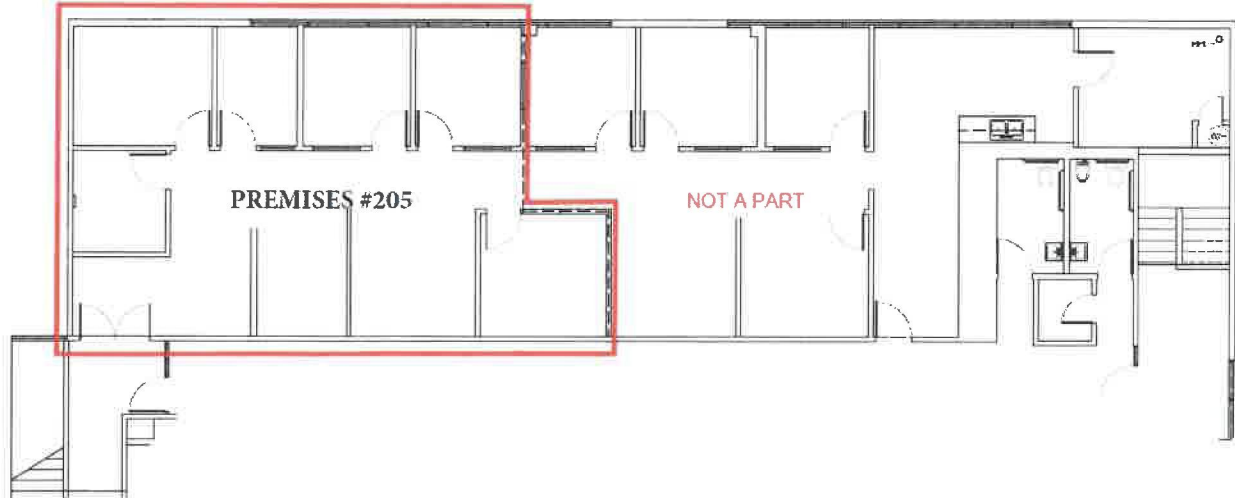
In the event the Building is sold, the City shall have the right to terminate this Lease within six (6) months after receiving written notice of the transfer of ownership.

PRINT:

SIGNATURE:

EXHIBIT A
FLOOR PLANS OF PREMISES

2nd Floor



1st Floor

